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# SUBMITTAL REQUIREMENTS

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## Site Plan Review

City of Saint Paul

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### **APPLICATION FORM**

An "Application for Site Plan Review" must be filled out.

### **FILING FEE**

Checks should be payable to "City of Saint Paul". The fee is determined by the type and size of the project:

- Residential (1-4 units)  
\$110
- Multi-Family Residential, Commercial, Industrial, Institutional  
\$435 for sites less than 25,000 square feet, and \$85 for each additional 25,000 square feet of land, for all other uses

### **SITE PLAN**

12 copies of the site plan must be submitted with the application. The plans must be drawn to scale. The plan sheets must be no larger than 18" x 24" (larger sheets must be reduced before submitting) and folded to 8-1/2" x 11". Electronic versions of the plan (in PDF format) should also be submitted if available. The following information must be shown on the plans:

#### **Existing Conditions**

- Existing buildings, property lines, easements, parking lots and other paved areas, sidewalks, driveways, grading, trees, catch basins, utility poles, street lights, traffic signals, parking meters, pavement markings (traffic lanes, turn arrows etc.), surrounding fire hydrants, any fire department connections for sprinklers or stand pipes
- Survey of existing conditions for large projects.
- Legal description of the property.
- Location map

#### **Site Layout**

- Proposed buildings (with entrances indicated and all other openings, windows, vents, etc.), property lines, easements, parking lots (with parking stalls indicated), driveways, sidewalks and loading areas
- Dimensions and other appropriate labels
- Traffic and pedestrian control plans (if construction will block adjacent sidewalks and streets)

#### **Grading, Drainage, Utilities and Erosion Control**

- Existing and proposed grading shown with two foot contour intervals and spot elevations at critical points
- Catch basins with rim and invert elevations
- Sanitary and storm sewers with pipe size and materials labeled
- Ponding areas for storm water detention where required. Calculations for storm water management should be shown on the City worksheet.
- Water lines, fire hydrants, fire department connections for sprinklers or stand pipes
- Erosion control measures such as silt fences, inlet protection, rock construction entrance and street cleaning
- Storm water pollution control plan (for sites that disturb one acre or more)

#### **Landscaping and other site improvements**

- Existing significant vegetation by size and species (including trees in the boulevard)
- Proposed landscaping (trees, shrubs and ground cover) identified by size and species
- A planting list summarizing plant material used
- Details for planting new trees and protecting existing trees
- Fences and walls
- Site lighting
- Street lights, traffic signs and signals, parking meters
- Changes to street pavement markings (traffic lanes, turn arrows etc.)
- Signs

#### **Building information**

- Height of building, type of construction, whether sprinklers are proposed
- Building elevations
- Roof drainage
- Location on property and distance to property lines or other structures on the property.

**Send plans, application and fee to Tom Beach, DSI, 200 Commerce Building, 8 Fourth Street East, Saint Paul, MN 55101. Fax: 651-298-4194. Call Tom Beach at 651-266-9086 if you have questions about site plan review.**

**This form and other information about site plan review is available on line at [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi). Click on Zoning and then click on Site Plan Review.**